

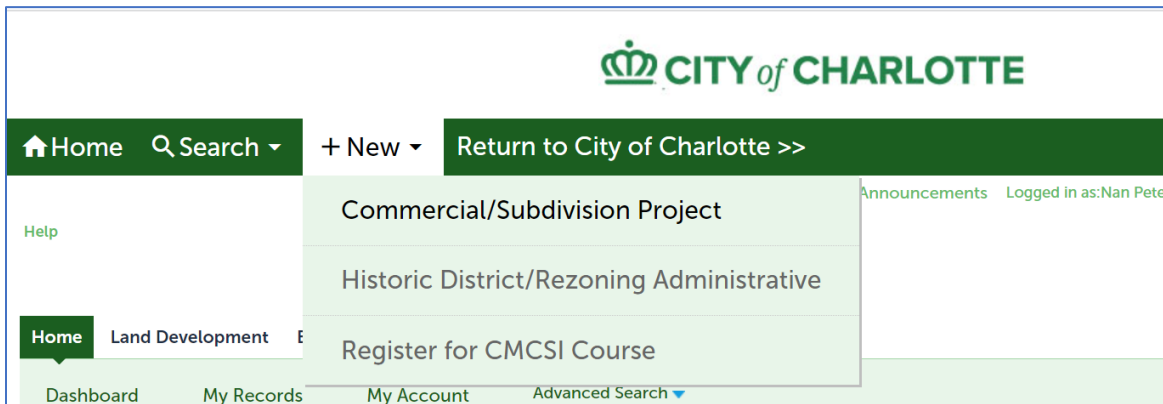
## New!! Planning Housing Trust Fund Site Plan & Elevation Submittal Process New!!

We have made some changes to our site plan and building elevations submittal process for incoming Housing Trust Fund project applications! Please read below carefully and do not hesitate to reach out to Nan Peterson with any follow up questions: [Nan.Peterson@charlottenc.gov](mailto:Nan.Peterson@charlottenc.gov).

You will no longer need to e-mail your site plan and building elevation documents to Housing and Neighborhood Services staff, but you may still need to send other required documents to their team. Instead, please submit a **Housing Trust Fund Sketch Plan Application through Accela**, our online review portal. To access Accela, please navigate to the following website in your browser:  
<https://aca-prod.accela.com/CHARLOTTE/Default.aspx>.

If you are an existing Accela user, please log in. If you are new to Accela, please follow the steps on the website to create and register for your account. Once you are logged in, please proceed with creating the sketch plan application where you will submit your documents to Planning for review.

- **Please click “New, Commercial/Subdivision” to start your sketch plan application.**



- **Next, accept the Disclaimer and click on “Continue Application”.**

Please "Allow Pop-ups from This Site" before proceeding.  
You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☒ I have read and accepted the above terms.

**Continue Application »**

- Click the drop-down menu for “Housing Trust Fund” and select the “Housing Trust Fund Sketch Plan”. Once complete, click “Continue Application”.

**Select a Record Type**

If you need help in determining which project type you should apply for, please click the applicable definitions link below. Selecting the incorrect type will delay the processing of your submittal.

[Definitions for Commercial / Urban Review Types](#)  
[Definitions for Subdivision Plan Review Types](#)  
[Definitions for PlatTypes](#)

For additional assistance, please contact Customer Service at (704) 336-6692.

Please choose one of the following available application types:

- ▶ COMMERCIAL PLAN REVIEW APPLICATIONS
- ▶ SUBDIVISION PLAN REVIEW APPLICATIONS
- ▶ ENHANCED PLAN REVIEW
- ▶ PLAT REVIEW APPLICATIONS
- ▼ HOUSING TRUST FUND
  - ☐ Housing Trust Fund - Subdivision
  - ☐ Housing Trust Fund - Urban
  - ☒ Housing Trust Fund Sketch Plan

- Provide the Project Name that corresponds with your other submitted documents and enter a Scope of Work (a very brief description of the project as seen below).

**Step 1: Application > Application**

Please click [EPLAN Required Documents](#) to view items to include with a sketch plan submission.

Fields containing Parcel Address/Tax Parcel Ownership information in this section may not be edited and are grayed out.

\* indicates a required

**Detail Information**

\* Project Name:  
 HTF Affordable Housing

\* Scope of Work: ?  
 provide multifamily apartments.....

spell check

- Provide either the Site Parcel ID or Site Address and click “Search”. See two screenshots below for options.

**Parcel**

If you have multiple parcel numbers, please use the largest parcel near a public street. Enter remaining parcel numbers in the “Additional Parcel Numbers” box on next page.

You must click on Search to populate the Address and Owner information for the selected Parcel. If there is more than one record listed in the search result, please select the correct one.

The map may be used to locate a parcel by clicking on the global icon. Once you have found the parcel, use the arrow icon on the left to select the property. From the “Action” icon you can select “Use Property Information” and the parcel, address and the owner will populate.

\* Parcel Number (Do not add hyphen between numbers. Ex. 01501010):  
 01501010

OR

### Parcel Address

Street No.:

Direction:  
--Select--

Street Name:

Street Type:  
--Select--

City:

State:  
--Select--

Zip:

Search

Clear

- Once the search is complete, click on the appropriate Address, Parcel, and Owner information that populates in the results. Submit and click “Continue Application” once you have completed this section.

### Address Search Result List

#### Addresses

Showing 1-4 of 4

Address	City	State	Zip
<input checked="" type="radio"/> 600 E 4TH ST, 1100, CHARLOTTE MECKLENBURG NC 28202	CHARLOTTE	NC	28202
<input type="radio"/> 600 E 4TH ST, 2000, CHARLOTTE MECKLENBURG NC 28202	CHARLOTTE	NC	28202
<input type="radio"/> 600 E 4TH ST, 4000, CHARLOTTE MECKLENBURG NC 28202	CHARLOTTE	NC	28202
<input type="radio"/> 600 E 4TH ST, CHARLOTTE MECKLENBURG NC 28202	CHARLOTTE	NC	28202

#### Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 12502601	01	6	

#### Associated Owners

Showing 1-2 of 2

- Next, complete the Detailed Information Page as seen below with relevant project information. Once complete, continue to advance through the application.

### Detailed Information

#### GENERAL INFORMATION

Additional Parcel Numbers:

\* Acreage:

Acre

\* Disturbed Acreage:

Acre

Number of New Lots:

Number of Units:

Zoning:

--Select--

Rezoning Petition #:

\* State Maintained Road:

☐ Yes ☐ No

New Trees (per Tree Ordinance):

- You will now notice a section for the sketch plan fees. **SKIP THIS SECTION – NO FEES APPLY!!! Do not enter any information in this section and continue through the application.**

### SKETCH PLAN FEE ESTIMATION

Engineering Review Fee:	<input type="text"/>
Planning Review Fee:	<input type="text"/>
Admin Fee:	<input type="text"/>
CDOT Fee:	<input type="text"/>
Total Due:	<input type="text"/>

### GEOGRAPHY INFORMATION

- Please continue the application to select the appropriate Jurisdiction from the drop-down menu and continue the application.

### GEOGRAPHY INFORMATION

Jurisdiction:

--Select--  
--Select--  
City  
ETJ

- After selecting the jurisdiction, complete the Contact Information section and continue the application.
- You should now be prompted for “Step 4: Document Upload”. Acknowledge this Section to continue to the next step.

## FOR TUTORIALS ON HOW TO USE THE DIGITAL PLAN ROOM:

<https://charlottenc.gov/DevelopmentCenter/Pages/Digital-Plan-Room.aspx>

- Site Plan in PDF format.
- Targeted Questions in PDF format.
  - Please select the Targeted Questions document type from the dropdown menu during file upload.
  - Questions can be a list of up to 5 questions for review staff.
  - Please indicate which agency is to address each question.
  - Agencies that can address questions include: Planning/Subdivision, Planning/Urban Review, CDOT, Urban Forestry, Stormwater-Engineering, Erosion Control, Charlotte Water, and Commercial Zoning.

Visit [EPLAN Required Documents](#) for a copy of all required documents to include the signature page and/or a complete list of required documents.

FEES: Please note payment of review fees must be done via personal check delivered to the Charlotte Development Center. For commercial projects, a Mecklenburg County bond account may be used for payment.

Please DO NOT include an apostrophe (') or any special characters in your document file name.

Plans and supporting documentation must be submitted as a PDF and the maximum individual file size allowed is 100MB.

\* Indicates a required field

### Plans Submission Acknowledgement

#### PLAN ROOM ACKNOWLEDGEMENT

\* I acknowledge that I will upload plans, supporting documentation, and attachments following the submission of my application. ☒

- Once acknowledged, you will reach “Step 5: Review”. Click “Continue Application” once complete to proceed.

The screenshot shows a web portal interface for a project review process. At the top, there is a navigation bar with links: Home, Land Development (highlighted), Enforcement, CMCSI, Planning, and Charlotte Water. Below this is a secondary navigation bar with links: Search Project/Bond, Submit New Project, and Schedule an Inspection. A progress bar indicates six steps: 1. Detailed Information, 2. Applicant/Cont Info, 3. Document Upload, 4. Review (highlighted in yellow), and 5. Application Confirmation. Below the progress bar, the text "Step 5: Review" is displayed. There are two buttons: "Save and resume later" (orange) and "Continue Application >" (green). At the bottom, a red text line states: "This is your LAST STEP to submit the application. Please review all information below. Click the 'Edit' buttons to make changes to sections as needed. If you are ready, click on 'Continue Application' to

The screenshot shows the "Step 6: Application Confirmation" page. It features a green checkmark icon and the text: "Your application has been successfully submitted. Please print your application and retain a copy for your records. Staff will contact you if additional information is needed. Fees must be submitted within 3 business days and accepted before plan review can begin. If fees are paid prior to the submittal of this application, City staff, per state statute, can only keep the check for 24 hours. If plans are not submitted within that time, the check will be returned to you." Below this, a message says: "Thank you for using our online services. Your Application Number is SDRTSK-2022-00002. You will need this number to check the status of your application." There is a "Print/View Summary" button. At the bottom, it says: "To upload your digital plans, specifications, or other supporting documents for review, please click below:" followed by an "Upload Plans and Documents" button.

- Document Upload: Click on “Upload Plans and Documents” – PLEASE UPLOAD YOUR SKETCH PLAN AND BUILDING ELEVATIONS AS PLAN DOCUMENTS. See screenshots below and the tutorial link as needed.**

The screenshot shows the "Step 1: Information" page for document upload. It has a progress bar with four steps: 1. Information (highlighted), 2. File Processing, 3. Sheet Versioning, and 4. Review. The main content area is titled "General" and "Review Version #1". It includes a "Description:" field with the text "Plans and Elevations". On the right, there is a "Requirements" section with a red circle icon and the text "Plans This document is required." At the bottom right, there is a "Continue" button.

## Step 2: Add & Process Files

checklist for this review package.

Requirement

Browse or drag and drop the desired files to upload. Once all files are added, the **Upload and Validate** button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the **Process Files** button to prepare your files for review.



Note: Please do not combine plans and documents of various types into a single PDF document.



Drag and drop files here  
or

Browse

## Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature	
McDonald's ACA testing.pdf		Plans	PROCESSED	Nan Peterson	1/14/2022		 

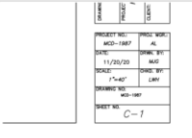
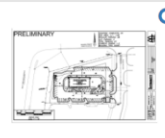
Continue »

Displayed below are the sheets extracted from files in this review package. Please review the sheet numbers that automatically populated for each title block to ensure they are correct and match the plan page. If any title block is missing the corresponding sheet number, you will need to manually enter that number. You can save your work and come back later if needed, or click **Continue** when you are done.

## Sheets



Showing a total of 1 sheet

Title Block	Thumbnail	Sheet number and title
		<div>MCD-1987</div> <div>Sheet title (optional)</div> <div>McDonald's ACA testing.pdf (Page: 1)</div>

Save and resume later

Continue

- Once document upload is complete, the final steps are to review and finish your application.

Digital Plan Room

Record: SDRTSK-2022-00002

Record Details

Summary

Uploads

Issues

Conditions

Notes

Approved

1 Information

2 File Processing

3 Sheet Verification

4 Review

**Step 4: Review**

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the **Edit** buttons to make any needed changes or to upload any remaining documents.

Once you click **Finish**, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

Finish